



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
Regd. Office: PSEB Head Office The Mall Patiala-147001  
Corporate Identity Number : U40109PB2010SGC033814 www.pstcl.org  
o/o Sr. Xen. P&M Div. Jamsher, E-mail: srxen-pm-jamsher@pstcl.org  
Tele/Fax 0181-2775883

### Notice Inviting Tender

Tender Enquiry No.02/ 2023-24

Date: 29-05-2023

1.	Office	Sr XEN, P&M division, Jamsher.
2.	Tender Enquiry No	02/2023-24
3.	Tender Type	Limited Tender
4.	Short Description	Hiring of One No. 1 No. Scorpio/ Xylo/ Mahindra Bolero/ TUV 300 or equivalent vehicle (not older than 4 years) for Sr.XEN, P&M Division, Jamsher.
5.	Eligibility Criteria	As per Terms & Conditions
6.	Last Date for Bid Submission	14.06.2023 up to 10:00 Hrs
7.	Bid Opening	14.06.2023 at 10:30 Hrs
8.	Cost of Tenders Documents	Nil
9.	Earnest Money Deposit	@ 2% of Cost of Tender Value rounded off to a multiple of Rs. 10/- on the higher side, subject to a minimum Rs. 10000/- in the shape of Demand Draft in favor of PSTCL
10.	Payment in Favor of	PSTCL
11.	Payment Mode	Demand Draft
12.	URL for Additional Information	<a href="http://www.pstcl.org">www.pstcl.org</a>
13.	Tender Documents Attached	1. NIT 2. Annexure-1 3. Term and conditions
10.	Tender Information in details	<p>In case the date of opening the tender as shown above happen to be holiday then the tender shall be open on the next working day at same place and time.</p> <p>A set of tender documents containing Technical specifications, General Instructions and Terms &amp; Conditions etc. can be downloaded from the web site <a href="http://www.pstcl.org">www.pstcl.org</a></p> <p>All the Terms and conditions of Corporate Transport Policy of PSTCL, amended from time to time, shall be applicable, which is available at <a href="http://www.pstcl.org">www.pstcl.org</a></p> <p>All tenders must be accompanied by Earnest Money at the rate prescribed in the tender document except in the case of those tenderers who are specifically exempted thereunder.</p> <p>Telegraphic quotations and conditional quotations shall not be accepted.</p> <p>The tenders must be valid for 120 days from the date of opening.</p>

Addl. S.E.. P&M Division, PSTCL, Jamsher



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

Regd. Office: PSEB Head Office The Mall Patiala-147001

Corporate Identity Number : U40109PB2010SGC033814 www.pstcl.org

o/o Sr. Xen. P&M Div. Jamsher, E-mail: srxen-pm-jamsher@pstcl.org

Tele/Fax 0181-2775883

**Annexure-1**

Tender Enquiry No: 02 / 2023-24 for hiring outsourced vehicle, 1 No. Scorpio/ Xylo/ Mahindra Bolero/ TUV 300 or equivalent vehicle (not older than 4 years) for Sr.XEN, P&M Division, Jamsher.

**SCHEDULE (A)**

Make and Model of Vehicle to be specified by the tenderer.	
--	--

**SCHEDULE (B)**

SR. NO.	PARTICULARS OF ITEM	RATES/ CHARGES
1	Monthly Fixed Charges	
2	Per Kilometre Running charges beyond 1000 km @ Diesel Rate of Rs. /- on the date of floating of tender.	
3	Outstation Night Halt Charges from 10.00 pm to 06.00am	

The above rates are inclusive of all Taxes except GST.

I have read all the terms and conditions of the N.I.T. & are acceptable to me and have quoted the Rate/Charges as above in accordance with the stipulated terms and conditions.

Date \_\_\_\_\_

Place \_\_\_\_\_

Phone \_\_\_\_\_

Signature of the Contractor \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
Regd. Office: PSEB Head Office The Mall Patiala-147001  
Corporate Identity Number : U40109PB2010SGC033814 www.pstcl.org  
o/o Sr. Xen. P&M Div. Jamsher, E-mail: srxen-pm-jamsher@pstcl.org  
Tele/Fax 0181-2775883

**Terms and conditions for hiring of vehicle for Sr.XEN, P&M Jamsher.**

For Hiring, following Terms & Conditions will be applicable:-

**A) Terms and Conditions For Vehicles:**

1. The contractor will depute 1 no 1 No. Scorpio/ Xylo/ Mahindra Bolero/ TUV 300 or equivalent vehicle (not older than 4 years) for Sr.XEN, P&M Division, Jamsher. The vehicle will be used as conveyance for office of Sr. XEN, P&M, Jamsher and will be stationed at Jamsher for local journeys/travel as well as outside, usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel to the state of Himachal Pradesh, J&K and Haryana. The vehicle can travel on any or all days of the month. The necessary permit, in this regard, will be arranged by the Contractor. Interstate permit charges shall be the responsibility of contractor.
2. The Work Order for outsourcing of vehicles for the vehicles not more than 4 years old, shall be initially for a period of one year and the same shall be extendable, on year-to-year basis, for further two years, subject to performance of the vehicle/Service Provider. Hence the maximum period for which a vehicle can be hired is 3 years. After a period of 3 years, a new tender needs to be floated.
3. Toll Tax/Parking charges etc. whenever paid shall be reimbursed by the PSTCL as per actual, subject to the production of its receipts.
4. The cost of consumables, in addition to Diesel, like Mobile Oil, Lubricants, coolant etc. will be borne by the Contractor. Variation on account of diesel escalation is allowed.
5. Maximum 4 days off in a month shall be allowed including for service/ repair and upkeep of vehicle without any deduction of payment provided vehicle has been regularly in use prior to the service. This would be permitted on prior intimation and consent from the concerned officer. Service shall be planned on Sunday or public holidays.
6. The Contractor shall be liable to keep the vehicle in good condition at all times during the contract period. In case of breakdown, he shall provide another vehicle. Otherwise double amount of the proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the period when the vehicle is not in working condition.
7. The kilometre run, from the point of departure of vehicle for maintenance/repairs, the time it run and rejoin the duties, shall not be considered for billing.
8. In case of non-deputing of vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a penalty of Rs. 1000/- per default per day shall be liveable.
9. The vehicle shall report to the Sr.XEM/P&M, Jamsher and shall move as per their instructions.
10. The vehicle shall be required at any hour of the day and the Contractor shall be liable to provide the same.
11. The vehicle shall be provided with proper and adequate tools, spares, spare tyre and consumable in order to attend minor repairs while travelling.
12. Service provider/contractor shall ensure that sufficient diesel/fuel is available in the vehicle to enable urgent outstation journey. Also the service provider/contractor shall be intimated about fuel requirements and he shall ensure the same without any delay.
13. Contractor/service provider should also have valid pollution certificate for the vehicle and the same should be available with the driver and will be produced on demand.

14. The contractor/service provider shall obtain the passing/fitness certificate and update Registration of vehicle from the concerned registering authority at his own cost.
15. In case of accident, any type of challan, halt charges, penalty, damages, court case, police case etc. the sole responsibility will be of the Service provider/contractor of the vehicle and PSTCL will not be party in such cases.
16. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicle shall also have rubber floor mats.
17. Log Book shall be maintained by the service provider/ contractor.
18. All the entries of each journey like Date, Place ('from' as well as 'to'). Time of departure & arrival. Initial/final Kilometres readings along with KMs run, Purpose (along with additional details required in case of transportation of store material), signatures of Official/Officer performing journey (along with his designation) etc. should invariably be made in the vehicle's log book.
19. The vehicles shall be insured comprehensively, including insurance for driver, passengers and third party, during the period of engagement with PSTCL. Insurance premium shall be borne by the Contractor. Lodging and settlement of any insurance claim shall be the contractor's responsibility.
20. All matter relating to transportation, traffic police and local administration will be dealt by the Contractor himself at his own cost.
21. Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the Service Provider. PSTCL, directly or indirectly, shall not be responsible.
22. The road tax and all other related expenses shall be paid regularly and kept updated by the Contractor.
23. The vehicle shall be parked at suitable place provided by the PSTCL. In case the contractor/drivers parks the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty will not be paid to the contractor.
24. No Corporation employee or his family member/relative can participate in the tendering process. In case of any violation, the contract shall be cancelled and such employee shall be liable for disciplinary action.

**B) Terms and Conditions for the Driver of the Vehicles:**

1. The Contractor shall provide a driver along with the vehicle, who shall be properly dressed and well behaved, PSTCL reserve the right to direct the Contractor to replace the driver of the vehicle, if he is not well behaved. If Contractor will be unable to provide another driver, the PSTCL has the right to terminate the contract awarded to the Contractor. The salary and other expenses of the driver including EPF, ESI etc shall be borne by the Contractor.
2. The driver shall maintain a log book and the log book will be signed by the Officer/authorized official using the vehicle on the completion of journey. However, the log book will be verified from time to time by the Sr.XEN, P&M, Jamsher or any other Authorized Officer of the PSTCL.
3. The Contractor shall also make available the Commercial Registration Certificate of the vehicle in his name with the driver of the vehicle along with all other relevant documents for insurance, Road Tax etc. necessary to keep the vehicle running on the road at all times during the contract period.
4. The driver of the vehicle shall hold valid license to drive and will keep the same at all times during duty hours.
5. Service Provider shall ensure mobile facility to the driver at its own cost and local contact no. i.e phone no., mobile no. and address should be intimated to this office immediately before deputing him on the vehicle.
6. The driver shall be available on all days of the week. However one weekly off shall be given to the driver.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
Regd. Office: PSEB Head Office The Mall Patiala-147001  
Corporate Identity Number : U40109PB2010SGC033814 [www.pstcl.org](http://www.pstcl.org)  
o/o Sr. Xen. P&M Div. Jamsher, E-mail: [srxen-pm-jamsher@pstcl.org](mailto:srxen-pm-jamsher@pstcl.org)  
Tele/Fax 0181-2775883

7. In case driver proceeds on leave or not available on medical grounds or any other ground, alternative replacement shall be the responsibility of service provider.
8. No lodging and boarding facilities will be provided to the driver of the vehicle by PSTCL.

**C. Terms and Conditions for the monthly payment of bill of the vehicles:**

1. Tax shall be deducted by the PSTCL as per income tax Rule/Act as applicable from time to time.
2. Security deposit equivalent to 5% of the contract amount shall be deducted from monthly bills after converting EMD into security deposit for faithful execution of the contract. Earned Money Deposit (EMD) of unsuccessful bidders will be refunded within a period of 30 days from the date of issuance of work order. No interest will be payable on the amount of Security Deposit.
3. In the event of default on the part of the service provider/contractor in the faithful execution of contract, his security deposit shall be forfeited. The forfeiture of security deposit shall however be without prejudice to any other rights arising or accruing to the Corporation under relevant provisions of the contract like penalty/damages for delay in delivery including suspension of business dealings with Corporation for a specific period. It will, however, be refunded after the contract has been executed faithfully.
4. PSTCL reserves the right to terminate the contract of the vehicle without assigning any reasons, if the services or the condition of the vehicle is not satisfactory at any point of time during the contract period.
5. The concerned officer of the PSTCL shall make payment within 15 days from the date of submission of bill of previous month on verification of the entries in the logbook.
6. The kilometer run for the journeys, which are not verified / signed by the concerned officer, shall not be payable.

**D. Paying Authority:**

The paying authority will be Sr. XEN, P & M Division, Jamsher.

**E. General Conditions:**

1. The contractor is required to submit an Earnest Money Deposit (EMD) Equal to 2% of the contract value with minimum of Rs. 10000/- in shape of DD in favour of PSTCL, payable at Jamsher . Tender/ offers without EMD will not be accepted.
2. The EMD/Security submitted is liable to be forfeited on the following grounds:
  - On revocation of tender and/or change in the same without consent of PSTCL.
  - On non-completion of work.
3. Rates will be inclusive of all taxes (except GST), duties etc. No other charges shall be paid extra.
4. GST shall be payable by the service provider and service receiver as per instructions issued the concerned authority from time to time.
5. The contract will be initially for a period of one year, which may be extended on mutual consent as per policy of PSTCL.
6. The bidder has to quote the rates on the "Schedule of Prices" enclosed as annexure-1 along with terms and conditions duly signed on each page, which can be downloaded from [www.pstcl.org](http://www.pstcl.org) . Any deviation to the terms and conditions of NIT shall be specifically mentioned on schedule of prices sheet with signature of bidder and submitted along with the bid.
7. In case the date of issue/receipt of tender declared happens to be holiday, the tender will issued/received and opened on the next working day at same time.



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

**Regd. Office: PSEB Head Office The Mall Patiala-147001**

**Corporate Identity Number : U40109PB2010SGC033814 www.pstcl.org**

**o/o Sr. Xen. P&M Div. Jamsher, E-mail: srxen-pm-jamsher@pstcl.org**

**Tele/Fax 0181-2775883**

8. Please do not forget to super scribe the envelope with the name of tender and due date of opening of tender.
9. In case services of Service Provider are not satisfactory on any account, the contract can be terminated by giving 15 days notice.
10. JURISDICTION: All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Jalandhar.
11. Service provider/contractor having default in completion of service under PSTCL shall be rejected.
12. **Any conditions that may be imposed by transport policy of PSTCL (alongwith changes from time to time) shall be applicable and supersede the conditions mentioned herein or elsewhere in this document.**
13. The undersigned on behalf of PSTCL reserves the right to reject any or all the tenders so received without assigning any reason. PSTCL will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in preparation of tender.
14. In the case of lockdown or any other such type of situation, the rate of extra Kilometers will be charged (recovered) for less Kilometers run from the monthly Minimum Kilometers.
15. All the terms and conditions of the Works Regulations 1997 amended time to time shall be applicable.

The tenders will be accepted upto 10.00 A.M. on 14.06.2023 and will be opened on the same day in the presence of Contractor/Bidder at 10.30 AM, who may choose to be present in the office of the Sr. Xen / P&M Division, PSTCL, Jamsher.

**Sr. XEN/ P&M  
PSTCL, Jamsher**